

Halesworth Golf

Ladies Section Constitution

Introduction

The Ladies Section is a separate section of Halesworth Golf Ltd. which is a proprietary club. The Proprietors have sole responsibility for all matters considered appropriate for the successful management of the Club. These include the control and maintenance of the clubhouse and the courses, the appointment and control of golf club staff, all issues in relation to catering, the acceptance or otherwise of potential members, the setting and collection of joining and membership fees and all other financial aspects relating to Club management.

The members are not the owners of the club but are represented on a management committee, known as the main committee and work closely with the owners, the Golf shop, the catering and the senior management. The members of the committee are elected annually.

The main club and committee has its own constitution and therefore this document is a sub-set of this constitution and is to define structure and activities of the Ladies section. It is not independent of the main constitution.

This Constitution may only be amended at an Annual General Meeting or an Extraordinary General Meeting. However, the Proprietors shall have the reserved right to amend this Constitution at any time.

Aims of the Ladies Committee

The aims of the Ladies Committee are:

- (a) to promote the game of golf and encourage membership of the ladies' section of the Club in the surrounding area.
- b) to act as liaison where necessary between the Proprietors, the main committee and the membership.
- (c) to represent the wishes and interests of members whilst acknowledging the Proprietors' requirements.
- (d) to lead by good example, whilst at the Club, in relation to general behaviour, etiquette, dress and respect and courteousness to all members of Club staff.
- (e) to act as ambassadors on behalf of the Club and uphold its good name and values with visitors to the Club and whilst at other golfing establishments.
- (f) to organise and manage internal competitive golf events.
- (g) to arrange inter-club matches both of a competitive and friendly nature.
- (h) to arrange and manage social events, for the benefit of members and guests, with the agreement of the Proprietors.

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Committee Structure

1. The Ladies committee shall consist of the Ladies Captain, Ladies Vice Captain, and up to **6 (six)** elected members who will hold the following positions:
 - Secretary
 - Treasurer
 - Competition Secretary
 - Handicap Secretary
 - New members officer
 - Social officer

If there are insufficient members of the Committee to hold the above positions, the Committee can agree that a member can hold more than one post.

2. The Ladies committee are elected at the AGM held end of November or beginning December every year.
3. A Ladies Secretary and a Treasurer may be co-opted as honorary non-voting ex-officio members of the committee preceding the Ladies Annual General Meeting to hold office for the ensuing year. These positions will be reviewed annually.
4. Any Casual vacancy among the elected members of the Ladies Committee shall be filled by co-opting any member to hold office until the next Annual General Meeting at which time they may be eligible for election.
5. Any Lady appointed to the Committee must have been a member of Halesworth Golf for a minimum of 2 (two) years. However, should the Committee wish to appoint an individual who could bring specific expertise to the committee (for instance a financial person to become the Treasurer) then the Committee should seek approval from the Club Manager.
6. Any 2 (two) Lady members shall be at liberty to nominate a lady member to serve as Ladies Captain, Ladies Vice-Captain, or any other member to serve on the Ladies Committee. Nominations to be sent to the Secretary not less than 14 (Fourteen) days before the Ladies Annual General Meeting and, if necessary, a ballot shall be taken.
7. Anybody nominated to serve as either the Vice Captain or the Ladies Captain must have served on committee for at least 3 (three) months, unless the Committee agreed that an exception can be made, due to specific experience.
8. Elected members of the Ladies Committee can serve a maximum of **3** (three years) consecutive years except for the Competition Secretary and the Handicap Secretary who are able to serve a

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maximum of 5 (five) years; after which they must retire and shall not be eligible for re-election until the following Ladies Annual General Meeting.

9. The Ladies Captain shall be elected annually at the Ladies Annual General Meeting for a period of one year. At the end of the year, she may be re-elected for a further period of one year but no more the 2 (two) consecutive years.
10. The Committee may change the Constitution at any time through discussion and a vote at a meeting.
11. Junior members shall not be entitled to be an elected member of the Committee, nor shall they be entitled to vote at the Annual General Meeting
12. Resignations from a committee post should be made in writing to the Committee. The committee will acknowledge the resignation and then inform the Management. The Management will inform the other members if relevant, for instance the resignation of the Lady Captain or Vice-Captain.

Regular Meetings

13. A minimum attendance of 4 (four) members shall form a quorum which is mandatory in order to hold a meeting.
14. The Committee should hold regular meetings for instance, monthly, on dates agreed with members of the Committee
15. The meeting can be chaired by the Captain or if she wishes, by another member of the Committee.
16. All members of the Committee other than the honorary non-voting ex-officio member as detailed in (3) have voting rights at the meeting. If there is a tie then the Lady Captain has the casting vote.
17. The agenda for every meeting is to be circulated prior to the meeting and members of the committee can ask for items to be included. A final version should be sent out at least three days prior to the meeting.
18. Reports should be submitted by the Captain, Competition Secretary, Treasurer and the Handicap Secretary to the Secretary. These will be circulated, when possible, with the agenda prior to the meeting.

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19. If there has been any communication from a Lady Member, this should be included in the meeting and if required, a formal reply should be prepared and agreed.
20. Minutes of the meeting should be prepared and circulated to the Committee as draft. They should be signed and dated at the next meeting.
21. A copy of the signed minutes to be sent to the Manager for publication on the website. A copy of the minutes to be posted on the notice board and a copy to be filed in the minutes file.
22. An email should be sent to all members with news of any items or decisions made at a meeting.

Main Committee

1. There are three positions on the main committee for members of the Ladies Section – Lady Captain, Lady Vice-Captain and an elected member. The elected member should be agreed by the members of the Committee and minuted.
2. Any news from the Main Committee should be reported back to the Ladies Committee and, if appropriate, then to the lady members by email.

AGM

1. The AGM is generally held at the end of November or beginning of December.
2. The agenda for the AGM should be prepared and circulated to all lady members by email, 6 (six) weeks before the meeting. A copy should be put onto the noticeboard.
3. All Lady members are invited to request an item to be included on the agenda or send a comment on an agenda item to be circulated. These must be received a minimum of 2 weeks (fourteen days) before the meeting. Any item received after this date will not be included.
4. The Committee may decide to not include an item sent by a member however, they will write to the sender and explain their reasons.
5. Only attendees of the AGM can vote on any proposal at the AGM and individuals cannot nominate a proxy or submit a written vote.
6. A quorum for the Annual General Meeting will be 10 (ten) members present which includes members of the Committee. If there are insufficient members present, the meeting will be postponed.

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Extraordinary General Meetings

1. An Extraordinary General Meeting may be called at anytime by:-
 - (a) The Committee
 - (b) Written request to the Committee signed by at least ten members.
2. When the request for such a meeting is called by the membership the notice to the Committee must contain details of the motion, resolution or other business which it is proposed to bring forward. The Committee must act expeditiously in arranging the meeting.
3. The Committee will post notice of such meeting, providing the date, time and details of the motion/resolution/business. Such notice will also include an invitation to the membership for amendment to the proposed motion/resolution/business.
4. Notice for an Extraordinary General Meeting must be posted at least 21 days before the date of the meeting and any amendments to the proposal(s), must be received by the Lady Captain or Secretary, in writing, at least seven days prior to the meeting, unless amendment is proposed by the Committee. In either case the Committee will post details of any proposed amendment(s) at least 5 days prior to the meeting.
5. The meeting will be chaired by the Lady Captain or, in her absence, the Vice- Captain. A quorum for an Extraordinary General Meeting will be ten members.
6. All attendee members of the Club shall have the right to speak and where a vote is necessary this will be carried out by either a show of hands or closed ballot, as decided by the chair of the meeting.

Handicap Sub-committee

1. There shall be a standing sub-committee to be known as the Handicap Sub-Committee and will comprise of the Handicap Secretary, the Competition Secretary and Other Representative.
2. The Other Representative need not be members of the Ladies Section committee.
3. The Handicap Sub-committee must meet at least once a year to review the Handicaps of the lady members. Any recommendations must be reported to the Committee at the next available meeting to go in the minutes.

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Social Sub-committee

The Social Sub-Committee has a primary responsibility of managing the food, halfway house and related items for major events put on by the Ladies Section, with some exceptions where these are managed by the Club itself.

The Social SC will meet as required and will include two or three ladies from the section and the Social Secretary for the Ladies Committee. The Social Secretary will be the link between the Ladies committee and the Social SC. Occasionally, as required, additional ladies may be invited to become involved.

The following is a list of areas that the Social SC likely to be involved with:

- Limited involvement with the Ladies and Mixed Open but will be involved with other events such as Spooktacular, Lady Captains Charity Day, Invitation Day and many others
- Organise the contributors for the Halfway House
- Source and organise the Raffle tickets/prizes, within a specified budget
- Ensure there are adequate toiletries in the ladies changing rooms and that they are out for people to use
- Organise flowers for the changing room
- Decorating for events such as Spooktacular, although it was agreed that this event would require a lot more people
- Manage the above within a budget.

The Social SC will not be responsible for liaising with the Club Catering regarding menus and allergies nor will it be sending out invitations or organising and purchasing the main prizes or providing small gifts. This will remain with the Captain.

Grievance and Issues

1. Any Lady member can raise a grievance or issue with the Ladies Committee. These should be submitted in writing and handed to or emailed to any member on the ladies committee. This negates the need for unnecessary in person confrontations.
2. Where possible the Committee will try to respond within two weeks.
3. However, the Committee may not be able to resolve the issue and will therefore escalate to the Management of the Club and inform the correspondent.

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Disciplinary Action

1. Minor infringements of WHS rules will be dealt with by the Committee members present at the time but must include the Competition Secretary.
2. Anything more serious such as personal confrontations, rudeness or aggressive/violent behaviour must be referred to the Management of the Club.

Trophies

1. Requests to donate a trophy to the Ladies Section will be discussed and agreed by the Committee based on merit. These will generally be approved if offered by
 - Either a long serving member who has completed a full term as the Captain,
 - Or a founder member,
 - Or the Committee may decide that they are prepared to accept a trophy due to the outstanding contribution of the person if they do not conform to the above.
2. Any changes to rules to a competition of a donated trophy, must be agreed with the person who donated it prior to being implemented. If the person has deceased, the committee should decide on appropriate action to honour the persons wishes.

Roles of the Committee

Captain

Be the representative of the Ladies Section to all members, management and to external Clubs.

Liaise with members and Management as required and bring any issues or concerns to the appropriate parties.

Work with the Committee members to advise and assist in meeting their responsibilities appropriately.

Submit monthly reports and chair regular Ladies Committee meetings. Attend the main committee meeting.

Attend the County meetings as appropriate

Work with the Golf shop and the Gents and Seniors captains when appropriate

Organise Ladies and Mixed open days/Past and Present Captains day, Invitation days, Captains charity days and similar.

Welcome new members and try to play with as many as possible during the year

Work with the County Competition captains and support teams as possible

Work with the Vice-Captain in organising and supporting Friendly matches

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Organise the AGM, ensuring trophies etc are up to date and prepare speeches.

Choose charity and raise money, sort out promotional materials etc.

Attend weekly competitions and assist in preparation.

Attend County meeting to set up and agree Friendly competitions for next year.

Vice-Captain

Support the Captain and step up as required in the absence of the Captain or alongside her as required.

Organise the Friendly matches for both the Ladies and the Mixed games

Attend County meeting to set up and agree Friendly competitions for next year.

Competition Secretary

Ensure all competitions are compatible with greens work

Set up Qualifying comps as well as fun competitions into IG and combine monthly Q comps. Open and close all competitions. Check all settings within competition, set up tee sheets, payment options with treasurer.

Set up any extra competitions the (LC) would like i.e. accumulator

Set up Winter and Summer eclectics and player of the year and liaise with handicap secretary

Set up trophies, mixed and knockout competitions, liaising with the men's or seniors' competition secretaries as appropriate.

The CS will make up part of the handicap committee together with the handicap secretary and one other.

Produce a monthly report for the Ladies Committee.

Treasurer

The Treasurer provides support to and gives advice to the Lady Captain for any financial matters relating to the Ladies Section, as well as to the committee generally.

To manage the income and expenditure transactions, setting up payments, banking receipts and producing a monthly bank reconciliation

Produce reports for the Ladies Committee meeting

Organise the accounts for audit and produce them at the AGM

Make recommendations on banking and financial matters such as competition fees and payments.

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Secretary

Organise the meetings of the Ladies Committee by booking the room, sending out the papers and agenda and producing the minutes

Pass the reports required to the Main Committee

Send the signed minutes to the Management for publication on the website.

Send out emails to the members including news from any of the committee meetings or requests from other committee members

Prepare the papers for the AGM in accordance with the Constitution.

Handicap Secretary

The purpose of the role is to be the “go to” for all things handicap related.

Keep up to date with any changes in the rules and draft papers to explain them to the Committee and other members.

Complete the set up for new members on IG & WHS (which is initially set up by Administration of the club when they join) and enter cards for their initial handicaps.

Enter members cards to the Eclectic and birdie tree

Maintain records of putts for putting trophies and download the information for the Race to Woodhall Spa

Work closely with the Competition Secretary in setting up, running and finalising the competitions.

New Members

To contact new members and send them papers giving them information about the Club

To be the contact point for any queries

To keep the information sent to the new members up to date.

Social

To be the liaison between the Committee and the catering function as required

To organise lady members to provide food and refreshments and to staff the halfway house on occasions

To assist other committee members when organising events.

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